



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 12-053

TO: Mayor and Members of Council

FROM: Desirée Kennedy, City Treasurer

RESOURCE STAFF: Janis Morrison, Purchasing Coordinator

DATE OF MEETING: January 24, 2012

SUBJECT: Tender and Contract Awards Subject to the
Established Criteria for Delegation of Authority for the
Month of November 2011

EXECUTIVE SUMMARY:

This information report is to:

1. Advise council of tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of November 2011.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of November 2011.

RECOMMENDATION:

This report is for information purposes only.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Desirée Kennedy, City Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

In accordance with the reporting requirements of the purchasing by-law, Schedule A to this report provides information on tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of November 2011. Under section 3.4 of the purchasing by-law, council has approved the delegation of authority to approve tender and award contracts greater than \$50,000 to the city commissioners or designate, when all of the following conditions have been satisfied:

- there is sufficient approved budget;
- all procedures for the establishment of prices in by-law 2000-134 as amended, have been followed;
- the lowest tender is accepted;
- at least three tenders have been received.

The purchasing by-law requires that all awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to council for award purposes.

As directed by council motion, Schedule B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the same period. Section 3.1(iv) of the purchasing by-law identifies the annual budget as financial approval to proceed with a purchase. There is no authority to make purchases that are not within budget parameters. In addition, council receives budget variance reports on a quarterly basis including quarterly budget works-in-progress reports that provide an update on the status of capital works.

November 2011 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000;
- tenders closing in this time frame that were approved separately by council at previous council meetings.

EXISTING POLICY/BY LAW:

By-law 2000-134 "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

NOTICE PROVISIONS:

Not applicable

ACCESSIBILITY CONSIDERATIONS:

The Ontario Disabilities Act is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

FINANCIAL CONSIDERATIONS:

Not applicable

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CONTACTS:

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Stephen Dickey, Deputy Treasurer, Financial Services	Ext. 2370

OTHER CITY OF KINGSTON STAFF CONSULTED:

Speros Kanellos, Director, Real Estate & Construction Services
Mark Campbell, Manager, Construction, Engineering
Robert Steele, Manager, Fleet, Transportation Services
Jamie Brash, Supervisor, Buildings and Properties, Real Estate & Construction Services
Luke Follwell, Manager, Recreation Facilities, Recreation & Leisure Services
Katie Clark, Manager, Program Delivery Unit, Community & Family Services

EXHIBITS ATTACHED:

Exhibit A: Tender/RFP/Contract Summary November 2011
Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) November 2011

TENDER/ RFP/ CONTRACT SUMMARY – November 2011 Awards

Phase 1 Construction	
Lake Ontario Park and Shoreline Improvements	
Closing Date: October 5, 2011	Request for Proposal No. F31-CSG-RLS-2011-52
Supplier/Service Provider	Price (Excluding Taxes)
Len Corcoran Excavating Limited	\$ 3,824,881.25
Wilco Civil Incorporated	\$ 4,745,634.10
Cruikshank Construction	\$ 4,864,519.00
Wemp & Smith Construction Limited	\$ 5,692,704.51

Roof Replacement	
1181 John Counter Boulevard	
Closing Date: October 26, 2011	Request for Proposal No. F31-TPES-RCS-2011-35
Supplier/Service Provider	Price (Excluding Taxes)
Ricardo Roofing	\$ 438,200.00
Amherst Roofing	\$ 464,954.00
Flynn Canada	\$ 471,500.00
Covertite Roofing	\$ 613,800.00

Roof Replacement 1211 John Counter Boulevard	
Closing Date: October 26, 2011	Request for Proposal No. F31-TPES-RCS-2011-35
Supplier/Service Provider	Price (Excluding Taxes)
Flynn Canada	\$ 322,900.00
Amherst Roofing	\$ 342,509.00
Covertite Roofing	\$ 423,400.00

Purchase of One (1) 2012 3/4 Ton Cargo Van, 4x2, RWD	
Closing Date: November 30, 2011	Request for Proposal No. F31-TPES-TS-FL-2011-12
Supplier/Service Provider	Price (Excluding Taxes)
Edwards Ford	\$ 33,722.59
Leggatt Chev	\$ 33,758.75
Gan Chev Buick Limited	\$ 35,162.06
Taylor Auto Mall	\$ 36,302.38
Mercedes Benz	\$ 54,429.28
Star One Durham	\$ 56,759.67

SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) November 2011

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/ Department
November 1, 2011	VIA Rail Entrance Improvements - John Counter Boulevard	Cruickshank Construction Limited	\$ 33,908.00	Public Works Services
November 15, 2011	To Provide Winter Control for Parking Lot at 1425 Midland Avenue, Kingston, Ontario	Benashe Construction	\$ 23,790.00	Transportation, Properties & Emergency Services
November 16, 2011	License to Access and Use Asset Planner Systems Package	Social Housing Services Corporation	\$ 29,519.30	Community Services
November 29, 2011	To Provide Cost Consulting Services for the Renovations of Artillery Park Aquatic Centre	Hanscomb Limited	\$ 25,000.00	Community Services
November 30, 2011	Installation of New Water and Sewer Service and Removal of a Wall and Chain Link Fence at the Pump House Steam Museum.	Dig'N Dirt	\$ 38,292.75	Transportation, Properties & Emergency Services